

Housekeeper

Under the direct supervision of the area supervisor, incumbent performs heavier duty housekeeping tasks in college owned facilities. This position exists primarily to render support services to the academic program through the performance of housekeeping tasks. This position must draw upon all craft areas of the Buildings Services Department.

This position is highly structured and incumbent will enjoy only limited independent action in the execution of housekeeping tasks. This position requires limited contact with students, administrators, instructional and non-instructional personnel. Incumbent assists in the orientation and training of new employees. The primary responsibility of this position is the performance of heavier duty housekeeping tasks by the incumbent.

Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clean and waxes floors
- Operates buffing machines, water pickup machines, vacuums and other related housekeeping equipment
- Relamp incandescent light fixtures
- Moves furniture and other heavier physical properties
- Removes trash and debris
- Arranges physical properties for meetings, conferences, etc.
- Reports maintenance deficiencies as observed
- Clean showers, restrooms, corridors, office and other related area
- Performs other related tasks as requested

Qualifications:

- A well-grounded knowledge of institutional housekeeping concepts or the potential to be trained
- Ability to follow oral and written instructions
- Ability to make sound judgments in determining the care, maintenance, preservation and good appearance of physical properties
- A mature temperament and the ability to get along well with others

Requirements:

- The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear and taste or smell. The employee is occasionally required to sit.
- While performing the duties of this job, the employee is regularly exposed to wet or humid conditions (non-weather); outdoor weather conditions; extreme cold (non-weather) and extreme heat (non-weather). The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to work in high, precarious places.
- The noise level in the work environment is usually moderate to loud.

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.